



# State Agency Updates

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Email your “claim” to:  
[osse.cacfp@dc.gov](mailto:osse.cacfp@dc.gov)

DDOE’s amendment act:  
Styrofoam ban beginning January 1, 2016



Vendors that offer alternative and compliant products: [ddoe.dc.gov/foam](http://ddoe.dc.gov/foam)

# State Agency Updates

Federal threshold for audits has changed

\$500,000 → \$750,000

(beginning October 1, 2015 – September 30, 2016)

# State Agency Updates

Wellness and Nutrition Services is in the process of updating its management system!

**October 1, 2015:**

**New claiming method**

Introducing  
“Orchard”



# Renewal Process for Sponsors of Family Day Care Homes

# Renewal Process

- **Due by Friday, August 28:**
  - Budget spreadsheet file (*excel file only*)
    - Budget for overall CACFP operations
    - Carryover tab
  - Narrative for administrative budget
  - Justifications for PWA / SPWA items
  - Supporting documents (lease agreement, contracts, bills) for CACFP-funded items in administrative budget
  - Allocation plans
  - Request for Advance Funds form
  - A-133 Audit Report
- Receive renewal letter by October 1

***Late Submission + Missing Documents = Delayed Application Processing  
Which may mean late reimbursement payments***

# Renewal Process

## ***Annual Update Documents:***

- Annual Information Certification (*signed by Authorized Representative*)
- Spreadsheet – Institution and provider tabs (*excel file*)
- Current child development home licenses
- Outside Employment Policy (*if updated*)
- Employee Compensation Plan (*if updated*)
- Monitoring schedule for each provider (*if not specified on spreadsheet*)
- Job descriptions for monitors (*if institution sponsors >50 homes & descriptions were updated*)
- Serious deficiency Procedures & Template Letters

# Ongoing Submissions

*Remember! Completing an annual submission doesn't mean your Program operations stay the same!*

Any time there is staff turnover or Program changes to your organization...  
Contact your Specialist prior to changes!

Examples:

Have a new bank account and want your direct deposits in there?

- Let us know and obtain a new ACH form!

Staff turnover?

- Update your Specialist and train staff on Civil Rights *AND* their CACFP duties!